

## Keyboard shortcuts

Create new invoice	Ctrl + I
Delete cheque, invoice, transaction, or item from list	Ctrl + D
Find transaction	Ctrl + F
New invoice, bill, cheque or list item in context	Ctrl + N
Open Chart of Accounts	Ctrl + A
Open Customer Centre (Customers & Jobs list)	Ctrl + J
Open Help for active window	F1
Open memorised transaction list	Ctrl + T
Open transaction journal	Ctrl + Y
Print	Ctrl + P
QuickReport on transaction or list item	Ctrl + Q
Write new cheque	Ctrl + W
Close Window	Esc

\*QuickBooks Accountant 2014 technical support is included for 30 consecutive days from first-time registration. First-time registration must be completed within 30 days of purchase; UK only. See terms and conditions inside software. Intuit reserves the right to limit the length of the telephone call.

+24/7 access is subject to occasional downtime due to systems and servers maintenance and events beyond our control.

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## Already a QuickBooks user?

If you already have an older version of QuickBooks installed, see our Upgrade Guide at [QuickBooks.co.uk/2014upgrade](http://QuickBooks.co.uk/2014upgrade) for details on how to upgrade and continue using your existing data.

## Register your copy of QuickBooks

Register your copy of QuickBooks and you'll receive 30 days free support. Once you have opened QuickBooks, click the **Help** menu and select **Register QuickBooks**. You must register the product within 30 days of installation.\*

## Need help with QuickBooks?

Remember, we're here to help you. You can get in touch in a variety of ways.

-  **FREE** accountant technical telephone support for 30 days\* on **0808 168 9538**. Our accountant help centre is open from 8am to 8pm, Monday to Friday.
-  **FREE** online self-help support available 24/7+ at [QuickBooks.co.uk/support](http://QuickBooks.co.uk/support).
-  **PLUS** in-product support within your QuickBooks, including video tutorials and a Live Community forum.

## Are you outside the UK?

If you're not currently in the UK, please visit <http://support.intuit.co.uk/quickbooks/contact/index.jsp>

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# Accountant 2014 Quick Start Guide

Open me for  
more info!

## Welcome to QuickBooks.

QuickBooks Accountant Edition 2014 is the master program for accounting professionals. QuickBooks Accountant Edition is designed to save you time, streamline your workflow and collaborate more efficiently with your clients.

### 1 Install QuickBooks in 3 easy steps

1. Shut down all running programs.
2. Click the download link or insert CD

Please ensure that you have your License Number and Product Number (found in the email receipt) as you will need them to complete the installation process.

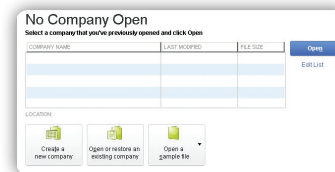
3. Follow the simple on-screen install instructions.

To start QuickBooks, double-click the QuickBooks icon on your desktop, or click the Windows **Start** button and then select **QuickBooks** from the Programs list.

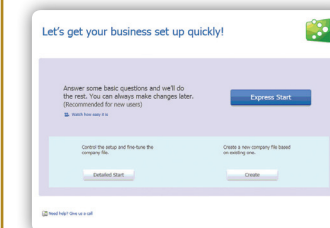
### 2 Need to set up a new company?

Get your company set up by following these simple steps:

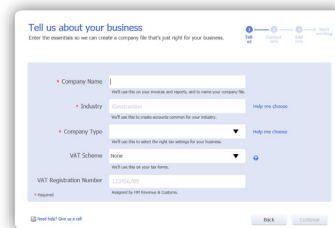
#### 1. Click Create a new company.



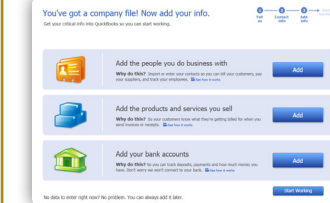
#### 2. Use the Express Start option to get going quickly.



#### 3. Enter your company information over the next two pages.



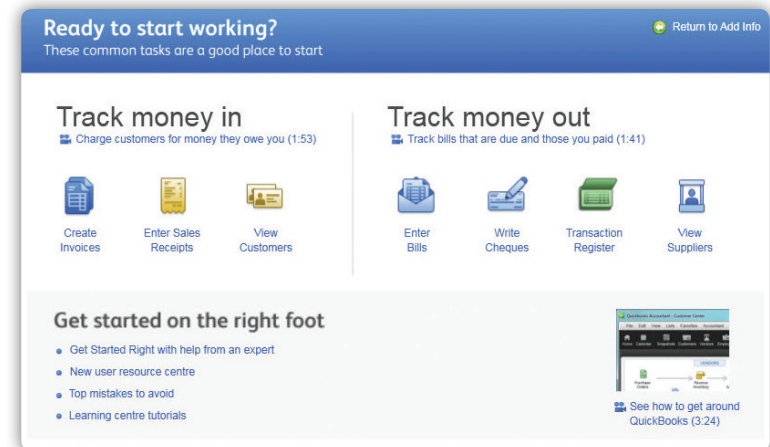
#### 4. Click Create Company File to finish.



From here, you can either add further information by following the step-by-step instructions, or click **Start Working** and add these details later.

### 3 Start working with the Quick Start Centre

If you clicked **Start Working** after creating your company file, you will be taken to the **Quick Start Centre**. From here, click the icons to perform common tasks such as creating personalised invoices, entering sales receipts and writing cheques.



You can access the Quick Start Centre at any time through the **Help** menu. From the Quick Start Centre you can return to the **Add Info** screen if you wish to go through the wizard to add contacts, items and accounts.